



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

**Town of Berlin
Historic District Commission
December 7th, 2022– 5:30 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: November 2nd, 2022
4. 7 South Main Street – Requesting Signage
5. 5 Bay Street –Requesting Pre-fab Shed
6. Comments from the Public
7. Comments from the Staff
8. Comments from the Commissioners
9. Comments from the Chairman
10. Adjournment

Any persons having questions about the above-referenced meeting or any persons needing special accommodations should contact Dave Engelhart at 410-641-4143. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland

Town of Berlin
Historic District Commission
November 2, 2022

Chairman Norman Bunting called the November 2nd, 2022, Historic District Commission meeting to order at 5:32PM. Members present were Norman Bunting, Carol Rose, John Holloway, Mary Moore and Brian Robertson. Member absent was Mrs. Laura Stearns. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

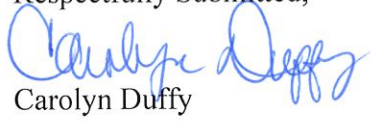
Chairman Norman Bunting called for a motion to adopt the November 2, 2022, agenda. Ms. Carol Rose made the motion to adopt the November 2nd, 2022, agenda. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission. Chairman Bunting called for a motion to approve the minutes from the October 5th, 2022, meeting. Mr. John Holloway made the motion to approve the minutes from the October 5th, 2022, meeting. Mr. Brian Robertson seconded the motion, and it was unanimously accepted by the commission.

Chairman Norman Bunting called Case # 11-2-22-19, for 116 North Main Street for window replacement. The applicant was Mr. Austin Purnell representing Purnell Incorporated. Mr. Purnell stated in the packet they have the literature from the company, they are located out of Pennsylvania. The windows currently are all wood, foam filled and would be double hung windows. Mr. Purnell stated they do have one window that is boarded up due to rot on the Main Street side. They are glad they could find a company with some inventory to do the job. The windows will have no grids keeping it like it is. Mrs. Mary Moore asked if the owners or tenants could put blinds at the windows. She thought it would be nice if it had some type of unity something traditional due to the visual of it being on the street. Chairman Bunting asked how many windows were there totally. Mr. Purnell replied 14 total double hung windows vinyl. Chairman Bunting called for a motion. Ms. Carol Rose made the motion to approve Case # 11-2-22-19 as presented from the Platinum vinyl window series for replacing the 14 windows for the building. Mr. John Holloway seconded the motion, and it was unanimously accepted by the commission.

Chairman Bunting asked if there were any comments from the public. Planning Director Dave Engelhart stated Mr. Bob Purcell was here from the case they had for 204 South Main Street to have the porch remain the same size but to have the same federal style. He stated he had sent out emails to each member and received comments back that the details were in the positive with the drawing. Mr. Purcell said there were two pictures they want the one with the two columns and wooden deck. Ms. Rose asked how many are there now he replied four columns two up front and two against the house. They want to have the two at the front. Mrs. Rose asked the length of the porch. Mr. Purcell said if he said 14 ft he would be about right. Mrs. Moore thought it would be a lovely improvement for the house thought it was great. With no comments from the staff. The commissioners commented on a couple of properties in town for discussion points. Mr. Engelhart mentioned the road paving that would be starting next week. Chairman Bunting said the bushes on Pitts Street are covering the sidewalk. Mr. John Holloway said in Snow Hill he saw they have advertisement on a building like a mural, he would like to see it in the alley on Pitts and on the wall that faces William Street. Mr. Robertson said they need to talk to Main

Street, the Art Council and We Heart Berlin. Chairman Bunting called for a motion to adjourn. Mr. John Holloway made motion to adjourn. Mrs. Mary Moore seconded the motion. Meeting adjourned 6:03PM

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Carolyn Duffy", is written over the printed name. The signature is fluid and cursive, with the first name "Carolyn" being more prominent than the last name "Duffy".

Carolyn Duffy



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 11-14-22 Subject Property Location: 7 S. Main St Case #: 12-72220
Property Owner: Joe Mare (Erin Bilentz) Owner Phone #: 410 4308403
Owner Address: 12A Powellton Ave Berlin Owner Email: eebilentz@gmail.com
Agent/Contractor: Sun Signs Agent Phone#: _____
Work Involves: ☐ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☒ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

Place new sign on existing brackets

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the Planning Department prior to at least three (3) weeks prior to the next regularly scheduled hearing. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. The Berlin Historic District Commission Rules and Regulations are available for review in the Town of Berlin Planning Department.

The following items, if applicable, must be provided to Town Staff in order for the proposal to be considered:

1. Site plan.
2. Scaled drawings of plans and/or elevations of the proposal, or in the alternative, a scale model.
3. Color photographs of the existing structure, the area to be altered and close-ups of architectural details.
4. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
5. All photographs shall be printed on 8½ x 11 paper or provided in digital format, and shall be labeled with a description of the contents of the photographs.
6. Samples of materials or copies of manufacturers product literature.

The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 12/7/2022 5:30pm (date).

Applicant Signature _____

Date 11-14-22

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Health Freedom sign to replace
Tearoom sign

24" X 36"





Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 11/8/22 Subject Property Location: 5 BAY ST. Case #: 12-7-22-21
Property Owner: JAMES A & JANET C. QUICK Owner Phone #: 410-641-1956
Owner Address: SHULE Owner Email: JJQUICK@VERIZON.NET
Agent/Contractor: WOODLAND SHEDS INC Agent Phone#: 443-727-3017

Work Involves: ☐ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☒ Other

DESCRIPTION OF WORK PROPOSED: REPLACING
REPLACE DECAYING SHED WITH A NEW ONE

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the Planning Department prior to at least three (3) weeks prior to the next regularly scheduled hearing. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. The Berlin Historic District Commission Rules and Regulations are available for review in the Town of Berlin Planning Department.

The following items, if applicable, must be provided to Town Staff in order for the proposal to be considered:

1. Site plan.
2. Scaled drawings of plans and/or elevations of the proposal, or in the alternative, a scale model.
3. Color photographs of the existing structure, the area to be altered and close-ups of architectural details.
4. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
5. All photographs shall be printed on 8½ x 11 paper or provided in digital format, and shall be labeled with a description of the contents of the photographs.
6. Samples of materials or copies of manufacturers product literature.

The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 12/7/2022 5:30pm (date).

Applicant Signature

James A. Quick

Date

11/15/2022

APPROVED:

Historic District Commission Chair (Date)

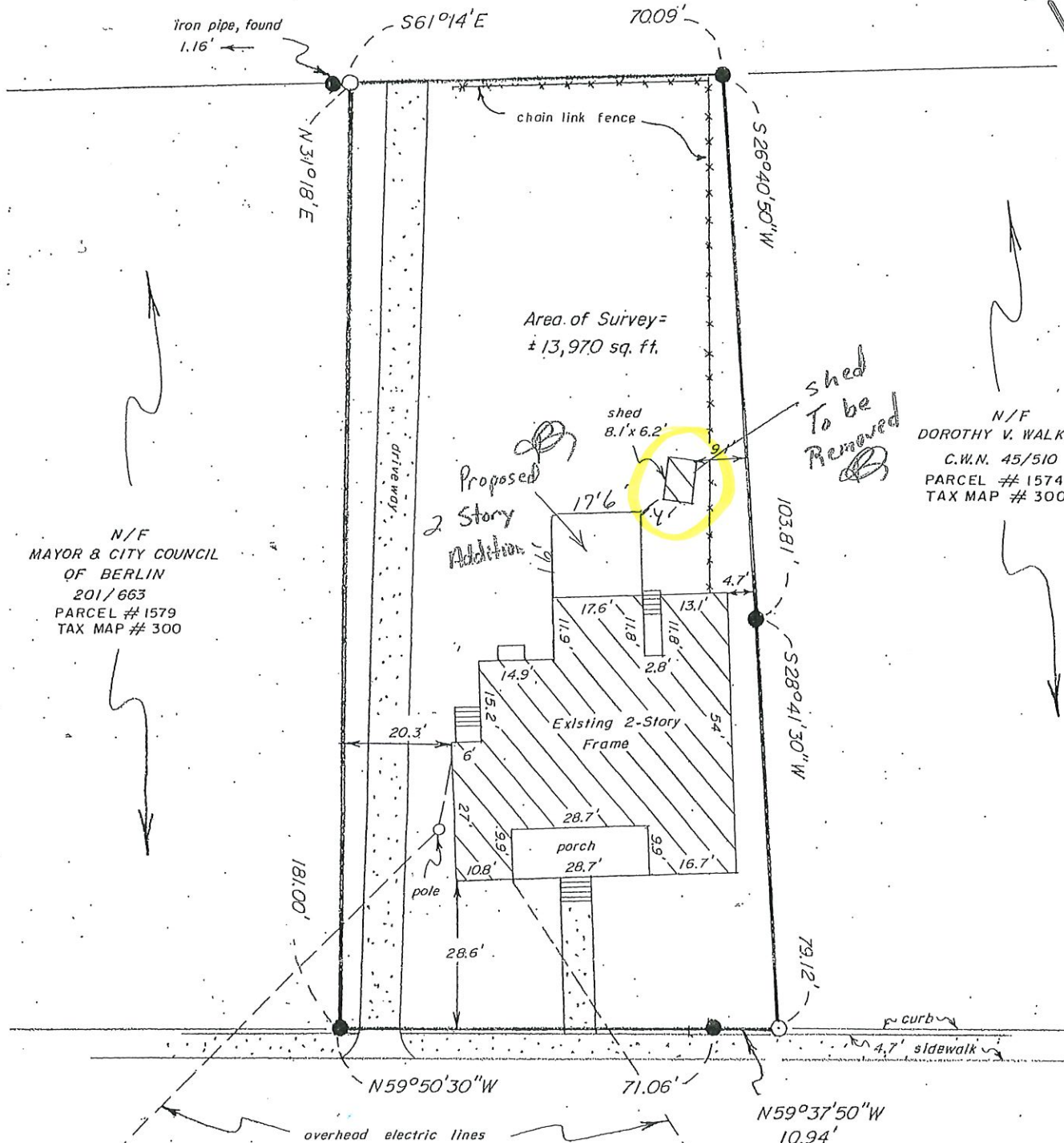
Planning Director (Date)





LINE OF NEW FENCE

PITTS STREET



SE Bunt...

3/16/94

